

ESA Application Timeline Instructions

- **ESA Staff will begin accepting Fall Applications on March 26th.**
- **March 28th** ESA Staff will hold the first Parent Information Meeting at:

The Arizona Department of Education

1535 W. Jefferson

Phoenix, AZ 85007

12-2pm (Conf. Room 409)

Please bring: something to take notes with and your questions.

- **April 2nd** ESA Staff will travel to Tucson for the next ESA Parent Information Meeting. Location and time **TBD**:

Morrow Education Center

1010 East Tenth Street, Tucson

12-2pm (Governing Board Room)

- **Due to lack of participation, the Flagstaff Parent information meet is cancelled.**
- **May 4th Fall Application Submission ends at 5pm.**

Applications may be submitted to ESA staff by one the following methods:

1. Mail- Applications must arrive by 5pm on May 4th to be accepted. Please be sure to send in your applications early if you choose this method.
 2. E-mail- Please submit you scanned copies to ESA@azed.gov by 5pm of May 4th for consideration.
 3. In Person- You may hand deliver your application to ESA staff before 5pm on May 4th for consideration.
- May 4th -June 30th : ESA staff will process all submitted applications. Parents will be notified by mail if their child has been approved for an ESA, followed by an ESA agreement that must be completed and returned in its entirety to ESA staff for processing.
 - All ESA agreements must be returned to ESA staff by June 15th at 5pm.
 - June 15th - July 15th - The Arizona Department of Education (ADE) will evaluate and transfer approved applications to the State Treasurer for processing. Also, for non-eligible students: Denial Letters will be mailed to parents stating the reason for the denial and re-enrollment options for the next cycle.
 - Late Application e-mails will be sent to parents with re-enrollment options for the next cycle. Monies awarded will follow under the direction of the State Treasurer's Office. *Dates for receiving ESA debit cards may vary.*

ESA 2012

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